

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MO

April 29, 2005

MEMORANDUM

TO: ALL REGIONAL AND COUNTY FSD/CD OFFICES

FROM: FREDERIC M. SIMMENS, DIRECTOR
CHILDREN'S DIVISION
DENISE CROSS, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: CHILD CARE PROVIDER FINGERPRINT BACKGROUND
SCREENING REQUESTS

DISCUSSION:

This memorandum is to remind county offices to contact the Children's Division, Early Childhood and Prevention Services Section at (573) 522-1385 to report fingerprint results that have not been returned within 60 days.

The following individuals should be contacted about background screening issues:

Amanda Gibbon, e-mail: Amanda.Gibbon@dss.mo.gov;
Elizabeth Sharr, e-mail: Elizabeth.M.Sharr@dss.mo.gov.

NECESSARY ACTION:

- Review with all appropriate staff.
- Contact the Child Care Administration Unit of the Early Childhood and Prevention Services Section, when fingerprint background screening results are not received within 60 days.

FMS/DC/ES